

California Energy Commission



CLASSIFICATION: Energy Resources Specialist III (Managerial)

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$8152 - \$9259

LOCATION: Emerging Fuels and Technologies Office
Fuels and Transportation Division
Sacramento, California

FINAL FILING DATE: Until Filled

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

The Emerging Fuels and Technologies Office's primary responsibility is the implementation of the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (Program) which receives approximately \$100 million per year to develop and deploy innovative technologies that will transform California's fuel and vehicle types to help attain the state's alternative fuel use and petroleum reduction goals in a manner consistent with climate change policies. The emphasis of this program is to deploy alternative and renewable fuels in the marketplace, without adopting any one preferred fuel or technology, and in doing so decrease, on a life-cycle basis, greenhouse gas emissions, air and water pollutants, reduce or avoid multimedia environmental impacts, and maintain the sustainability of the state's natural resources.

DUTIES/RESPONSIBILITIES: Under the general direction of the Deputy Director, Fuels and Transportation Division, the Energy Resource Specialist III – Managerial (ERSIII) is responsible for planning, organizing, directing and managing the staff, programs, and activities of the Emerging Fuels and Technologies Office. This office has primary responsibility to implement the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program. The ERSIII advises the Deputy Director, Executive Director, and Commissioners on a broad range of transportation fuel efficiency, new fuels market development, and technology development issues. In addition, the ERSIII represents the Division and Commission before various state, federal and local energy regulatory agencies and regional, national, professional, and governmental bodies which significantly influence the state's policy with respect to petroleum issues.

The incumbent will plan, organize, and direct the staff, products, and activities of the Division's Emerging Fuels and Technologies Office. This includes managing the Biofuels Unit and the Medium/Heavy Duty Unit; overseeing the staff, contracts, and products associated with these programs; preparing and monitoring office workplans, staffing plans, and budgets; hiring, training, coaching, and evaluating staff to allow them to meet their duties and develop their capabilities; facilitating open communication within the Office and between the Office and other parts of the

Commission and other agencies; facilitating a positive and professional work environment within the Office; directing and reviewing staff work products and holding staff accountable for their products and performance.

The incumbent will assist the Deputy Director and serve as a member of the Division's Management Team in establishing and implementing Division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures; develop policy recommendations and advise the Deputy Director, Executive Director, and Commissioners on a broad range of transportation fuel and vehicle technology issues.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge and experience in the functions of a professional manager;
- Ability to work with and to gain the confidence of staff, management, and Commissioners
- Ability to communicate effectively and coordinate activities with internal and external stakeholders;
- Ability to apply strategic planning principles;
- Administrative ability; and
- Knowledge of the statutory responsibilities of the Office and the issues affecting the supply of and the demand for transportation fuels and deployment of vehicles.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-103 and Position #610-4805-002 in the "Explanation Section" of the STD. 678.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
ATTN: RPA #610-103
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statement:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4305 or email personnel-services@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922